CHAPTER 4

CUSTOMER RETURNS (TURN-INS) TO LOGISTICS READINESS SQUADRON/SUPPLY ACTIVITY/DRMO

Section 4A—CHAPTER OVERVIEW.

4.1. Chapter Overview. The retail supply system provides a materiel return service (a.k.a. turn-ins) which allows supply customers to return serviceable or unserviceable materiel to the Logistics Readiness Squadron (LRS)/supply activity. Additionally, customers may return materiel to the local Defense Reutilization and Marketing Office (DRMO). There are a number of reasons why materiel is returned to the LRS/supply activity or DRMO. First, the materiel may be excess to customer needs. Second, if the materiel is coded as recoverable and no longer required or it's unserviceable, it is Air Force policy to return materiel to the LRS/supply activity for the appropriate disposition action. In section 4B of this chapter, we cover the policy and processes associated with consumable, equipment, and recoverable items returned to the LRS/supply activity or DRMO. We also discuss the customer and LRS/supply activity personnel responsibilities for returning materiel.

Section 4B—POLICY AND RESPONSIBILITIES FOR RETURN OF MATERIEL.

4.2. General Policy for Returning Materiel. In general, regardless of the category of the supply item, current Air Force policy is to use and reuse Air Force materiel to the fullest extent possible, while considering economy and safety. However, when such materiel is no longer required by a supply customer or the materiel is no longer useable, Air Force policy requires return of the materiel either to the LRS/supply activity or DRMO for appropriate disposition. However, supply customers are authorized to dispose of items as trash when they have no required demilitarization actions (demil code 'A') and have no potential value to the government through future use or resale by DRMO. Examples of this materiel are gaskets, seals, and broken plastic lens. The LRS/supply activity personnel will transport consumable, recoverable, and equipment materiel, owned by the customer, to the LRS/supply activity when requested by the customer. For consumable materiel, there are designated pick-up locations within the customer's organization. LRS/supply activity personnel will periodically visit the designated pick-up locations and transport the materiel to the LRS/supply activity. Refer to attachment 4B-1 for the designated pick-up locations.

4.2.1. Materiel Returned to LRS/Supply Activity. The retail supply system has three main categories of items that supply customers can return for appropriate disposition. These categories are consumable (ERRCD equal XB3), recoverable (ERRCD equal XF/XD), and equipment (ERRCD equal NF/ND). Additionally, the items that require special handling are also covered in this section.

4.2.1.1. Consumable item returns. The Logistics Readiness Squadron Commander/Chief of Supply is responsible for developing and implementing an effective base-wide program to recover consumable materiel. Supply customers must use this program to effectively return consumable materiel to the LRS/supply activity. Attachment 4B-1 describes the customer responsibilities and the process for using this base-wide recovery program.

4.2.1.2. Recoverable item returns. The LRS commander/Chief of supply may designate the Flight Service Center, Receiving, or other designated location for customers to return recoverable item returns to the retail supply system. When supply customers have recoverable items that are no longer required, they must initiate a return of the item to LRS/supply activity. Refer to part 13,

chapter 6 for the policy and specific procedures for returning recoverable items to LRS/supply activity.

4.2.1.3. Equipment item returns. Organizational equipment custodians or designated representatives are authorized to return serviceable, unserviceable, or excess equipment items to the LRS/supply activity. The retail supply system maintains accountability of all equipment issued to organizational equipment custodians. Organizational equipment custodians must ensure that equipment items are properly tagged and contain all required documentation prior to returning equipment items to the LRS/supply activity. Refer to attachment 4B-2 for the procedures, tagging of material, and documentation required to return equipment items.

4.2.1.4. Returns for unique items that require special handling. Occasionally, retail supply customers are issued unique items that require special handling and preparation before returning the materiel to the LRS/supply activity. Hazardous materiel, precious metals, incomplete items, condemned items, containers with combination locks, and weapons shipments are examples of items requiring some form of special handling before they are returned to the LRS/supply activity. Refer to attachment 4B-3 for the specific guidance and procedures that supply customers must comply with before returning these types of items.

4.2.2. Returning materiel to DRMO. Customers have the option to transfer unserviceable/not-useable materiel to DRMO. Additionally, customers are authorized to have the LRS/supply activity personnel return materiel to DRMO. The procedures and responsibility vary depending on the option you choose. Refer to attachment 4B-4 for the selected categories of materiel, detailed procedures, and the process used to transfer materiel to DRMO. In addition, refer to the Department of Defense (DOD) 4140.1-R, DOD Materiel Management Regulation, for the policy and procedures regarding surplus materiel.

4.2.2.1. Documentation process for materiel returned to DRMO. Two documentation methods are available to the supply customer for returning materiel to DRMO. The first method is the Electronic Turn-In Document (ETID) process. ETID is a Web-based DD Form 1348-1A. It helps simplify the documentation process and provides visibility to the Defense Reutilization and Marketing System (DRMS) as to what materiel is being returned to DRMO. The alternate to the paperless process is the manual preparation (handwritten or typed) of the DD Form 1348-1A. Regardless of the documentation process chosen, the delivering party (supply activity or customer) has the responsibility for generating the required documentation, including document number assignment for transfers to DRMO. Refer to attachment 4B-5 for the manual documentation procedures and 4B-6 for the electronic documentation process (ETIDs).

4.2.2.1.1. Follow-up process for materiel not-yet received at DRMO. Customers that use ETIDs to prepare the DD Form 1348-1A and choose to direct deliver the materiel to DRMO should make every attempt to transport the materiel to DRMO as soon as possible, not to exceed 30 days. The DRMS system performs a follow-up to the retail supply system after 30 days when no receipt of property acknowledgement is received. The retail supply system has no record of this transaction therefore, unnecessary research hours are spent researching these follow-up request.

4.2.2.2. Transporting materiel to DRMO. LRS/supply activity personnel have the responsibility for delivering materiel to DRMO when requested by the customer. Moreover, LRS/supply activity personnel are responsible for providing all copies of the DD Form 1348-1A transfer document

and materiel to DRMO. In turn, the local DRMO representative will sign/stamp and date the DD Form 1348-1A output transfer document and return it to LRS/supply activity personnel.

4.2.3. DRMO Returns for Material Purchased with Government Purchase Cards (GPC). Organizations that purchased items using the Government Purchase Card will make every effort possible to turn the items in directly to DRMO. For situations that inhibit the organization from directly turning-in/delivering items to DRMO, the requesting organization commander may coordinate with the LRS CC/Supply organization or equivalent to transport the items to DRMO on a case by case basis. Items purchased through the GPC, regardless of condition, will not be processed through the SBSS.

ATTACHMENT 4A-1

RESERVED

4A1.1. Reserved For Future Use.

ATTACHMENT 4B-1

RETURNING CONSUMABLE/UNIDENTIFIABLE REPARABLE ITEMS TO LRS/SUPPLY ACTIVITY

4B1.1. Purpose. Describe the base-wide consumable item recovery procedures that are available to supply customers. This program requires customers to identify consumable materiel for return to the retail supply system.

4B1.2. Customer Responsibilities for Return of Consumable Items. The retail supply customer must establish the designated on-base pick-up locations. For larger customer accounts, it may be necessary to designate more than one pick-up location for materiel. When materiel has been prepared for return to the LRS/supply activity, it must be placed materiel into one of the designated locations. **NOTE:** Before any materiel, regardless of the category, is returned to the LRS/supply activity, the customer or custodian must ensure items are appropriately tagged for return.

4B1.3. On-Base Designated Pick-up Locations. On-base organizations must establish turn-in and pickup points for consumable items. Organizations may establish as many pick-up locations as necessary for efficiency. They must provide a list of the designated pick-up locations to the LRS/supply activity. There must be three distinct areas at each location that have the following labels for the respective conditions of materiel: Serviceable Identified, Serviceable and Reparable not Identified, and Unserviceable Scrap. These areas must contain the name of the organizations that are authorized to return materiel to the LRS/supply activity.

4B1.3.1. Location for Serviceable Identified Consumable Materiel. Materiel placed in this location must be identified by part number and or stock number and contain the organization and shop codes of the activity returning materiel to the LRS/supply activity. The organization must also prepare and sign DD Form 1574.

4B1.3.2. Location for Serviceable and Reparable Not Identified Materiel. Materiel placed in this location is deemed as serviceable by the customer, yet the customer does not have a stock or part number for the materiel. For serviceable property, the organization prepares the DD Form 1574 with as much information as possible, to include a point of contact and duty phone number for any questions that may arise.

4B1.3.2.1. Periodic review of serviceable not identified materiel. Organizations must designate individuals and or sections/elements to periodically review and determine the appropriate disposition of the items in the Serviceable and Reparable Not Identified area. The organization must prepare and sign a DD Form 1574. Reparable items that can be potentially repaired will be routed to the appropriate shop for repair. Items that cannot be identified to a part or stock number or items that are determined not potentially reparable will be relocated to the unserviceable scrap location. Serviceable items that can be identified to a part number or stock number must be identified and relocated to the serviceable-identified location.

4B1.3.3. Location for Unserviceable Scrap. Materiel placed in this location has been determined to be unserviceable and not reparable by the organization. Note, all required demilitarization actions must be completed prior to placing unserviceable scrap materiel in the unserviceable scrap location.

ATTACHMENT 4B-2

RETURNING EQUIPMENT ITEMS TO LRS/SUPPLY ACTIVITY

4B2.1. Purpose. Describe the procedures required for retail supply customers to return (turn-in) equipment items to the LRS/supply activity.

4B2.2. Return of Equipment Items. Equipment custodians or their designated representatives may request the turn-in of an EAID equipment items. To do this, the custodian will prepare and send an AF Form 601 or AF Form 2005 (which ever is applicable) to the Equipment Management Section located in the LRS/supply activity. Refer to part 13, chapter 8 for the instructions to prepare the required documentation. Turn-in of serviceable non-EAID equipment items (not on a Custodian Authorization/Custody Receipt Listing (CA/CRL)) may be called into the Equipment Management Section (EMS). Detailed procedures for turn-in of non-EAID items are provided in part 2, chapter 13.

4B2.3. Repair Procedures for Equipment. Current Air Force policy allows the repair of all spare parts and equipment items when economically feasible. When repair actions are necessary, the custodian will properly identify the condition of the item on DD Form 1577-2 and attach the tag to the equipment. When the custodian is not sure of the condition of the item, another qualified maintenance technician or inspector will be asked to help determine the condition of the materiel. Unserviceable equipment items for which there is no local repair capability should be sent to a contractor for repair. The repair contractor should provide a repair cost estimate prior to repair. If the repair cost exceeds the estimated replacement cost, then the item should be turned in as condemned and, if necessary, a replacement ordered.

4B2.4. Condemned Equipment Item Process. Equipment assets that are beyond economical repair, require the signature of a qualified maintenance technician on DD Form 1577 or the repair cost estimate from the repair center. Either of these actions must take place before the turn-in process can be accomplished. When a repair cost estimate is used, the custodian will enter the required repair actions, estimated repair cost, and the estimated replacement cost (if requesting a replacement) in the remarks block of the DD Form 1577.

4B2.5. Office Equipment Replacement Procedures. Refer to T.O. 46A-1-1 for the maintenance and replacement procedures used for office equipment.

4B2.6. Identifying the Serviceability Condition of Equipment Materiel. Equipment custodians are responsible for identifying the condition of the item prior to returning it to the LRS/supply activity. If the condition cannot be determined, then the LRS/supply activity personnel will assist in this process. The Department of Defense utilizes standard set of labels that supply customers are authorized to use to identify the serviceability condition of material.

  4B2.6.1. DD Form 1574. Use for identifying serviceable materiel.

  4B2.6.2. DD Form 1577. Use for identifying unserviceable condemned materiel.

  4B2.6.3. DD Form 1577-2. Use for identifying unserviceable reparable materiel.

ATTACHMENT 4B-3

SPECIAL HANDLING PROCEDURES FOR UNIQUE ITEMS

4B3.1. Purpose. This attachment describes the procedures used by retail supply customers to return unique items that require special handling, and references additional guidance. In some cases these items will be returned to the LRS/supply activity. In other cases, the items may be returned to other responsible activities (i.e., Base/Tenant Equipment Control Office, Weapons Repair Facility, DRMO, Hazardous Material Facility, etc).

4B3.2. Returning Hazardous Materiel. The installation commander may require the retail supply system be used to track, record, and provide necessary documentation for processing hazardous waste transactions. Listed below are the specific customer responsibilities regarding the return of hazardous materiel to the retail supply system. Refer to part 2, chapter 21, section 21X for a detailed description of all responsibilities required for the disposal of hazardous materiel using the retail supply system. However, should another system be used to prepare hazardous materiel for disposal, local procedures will be developed and supplemented as necessary. Refer to DOD 4160.21-M, Chapter 9, and the Solid and Hazardous Compliance for other compliance issues with regards to disposal of hazardous waste materiel.

4B3.2.1. Generating Activity Procedures for Returning Hazardous Materiel. The generating activity is responsible for the following:

4B3.2.1.1. Stores hazardous waste in accordance with federal and state laws and regulations until disposal documentation processing is completed and transfer of physical custody is authorized.

4B3.2.1.2. Provides LRS/supply activity with required entries to establish hazardous waste (PHW) stock numbers. At a minimum, this will consist of the EPA hazardous waste number, cost to dispose of the waste, disposal unit of issue, contract line number and the Federal Stock Class of the parent stock number of the materiel which produced the waste, if known.

4B3.2.1.3. Delivers the disposal documentation (DD Form 1348-1A), obtained from LRS/supply activity, to the environmental function for funding certification and further processing actions as required.

4B3.2.1.4. Provides the servicing DRMO with the certified disposal documentation.

4B3.2.1.5. Transports the hazardous waste to DRMO pickup points. If the generating activity elects to use other than Logistics Readiness Squadron/transportation activity services and if the waste is to be moved off base or over public streets, roads, or highways, the generating activity must consult the Logistics Readiness Squadron/transportation activity office to assure that hazardous waste requirements are met.

4B3.3. Safeguarding Precious Metals for Return/Disposal. Safeguard these items according to locally established procedures to prevent theft. To minimize the possibility of theft, turn the items in promptly when no longer required. Refer to volume 6, chapter 4 for additional information pertaining to turn-in of precious metals.

4B3.4. Return of Small Computers. The standard method of accounting for small computers will be on an Automated Data Processing Equipment (ADPE) account. When small computers are accounted for on

an ADPE account, these assets will be turned in to the Base/Tenant Equipment Control Officer (ECO). These assets are normally managed by the Information Processing Management System (IPMS). Refer to AFI 33-112 for procedures used to manage small computers. However, there may be instances when small computers are accounted for on a supply equipment custodian's account. In these instances, small computers shall be returned to the LRS/supply activity.

4B3.5. Returning Incomplete Items. Enter in bold face letters "INC-G" in the reason for reparable condition block. List missing components in the Remarks block or on the reverse side of the DD Form 1577-2, Unserviceable (Reparable) Tag Materiel. Refer to T.O. 00-20-3, section III, and T.O. 00-20-2-10, section IV, table 3-1, rule 7 for specific procedures for returning incomplete items.

4B3.6. Returning Condemned Items. When the supply customer prepares the DD Form 1348-1A for the return of condemned materiel to the LRS/supply activity, they must annotate the specific reason for the condemnation. The specific reason may be stamped, typed, or hand-scribed. The reason for condemnation will also be entered on the DD Form 1577 (Unserviceable (Condemned) Label-Materiel). Refer to T.O. 00-20-3 for specific procedures for returning condemned items to the LRS/supply activity. Here is an example of a specific reason when the property was consumed during testing: "PROPERTY REFLECTED ON THIS DOCUMENT HAS BEEN CONSUMED DURING ROUTINE TESTING IAW AFMAN 23-110, VOLUME 2, PART 2, CHP 14; REPAIR COST EXCEEDS MAX REPAIR ALLOWANCE; URGENT OR IMMEDIATE TCTO; etc.

4B3.7. Returning Containers w/Combination Locks. Documentation covering safes and filing cabinets with combination locks will include a notation of the combination settings. When the services of a locksmith are available, the combination settings will be changed to 50-25-50 prior to returning the item to the LRS/supply activity. When the services of a locksmith are not available, turn-in may be accomplished without changing the combination settings. If the combination settings are not changed, in addition to the appropriate notations on the turning document, the combination settings will be noted on the tag or label attached to the safe or cabinet.

4B3.8. Returns of Match Grade Weapons for Shipment to Repair Facility. The Logistics Readiness Squadron Commander/Chief of Supply (LRS/COS) and designated supply personnel have a role to play when it comes to shipments of match grade weapons to a repair facility. Supply customers must ensure compliance with the following procedures for returns of match grade weapons.

4B3.8.1. Prior to presenting the match grade weapons to the LRS/supply activity, the master shooter or designated representative located at the base Combat Arms Training Maintenance (CATM) section will request authority to send match grade weapons to Lackland AFB TX for repair. The request will be in message form and addressed to the small arms item manager (WR-ALC/LMMW) at Robins AFB GA identifying the type and quantity of weapons to be repaired. The USAF Gunsmith Shop (37 TRSS/DOL) at Lackland AFB, must be an INFO addressee on the message. Note, office symbols are subject to change without notice, so please validate any office symbols before addressing the messages.

4B3.8.2. Once the master shooter or designated representative receives the message from the small arms item manager authorizing the shipment for repair, the authorization message and match grade weapons will be presented to the local LRS/supply activity personnel.

4B3.8.3. LRS/supply activity personnel will process an unserviceable turn-ins and shipments to the LRS/supply activity at Lackland AFB TX.

4B3.8.4. Upon receipt at the LRS/supply activity at Lackland AFB TX, an unserviceable receipt will be processed and an MSI with activity code 'C' will be processed to issue the match grade weapons to the USAF Gunsmith Shop (35TRSS/DOL).

4B3.8.5. The USAF Gunsmith Shop will repair the match grade weapons and return to Lackland AFB LRS/supply activity personnel.

4B3.8.6. Lackland LRS/supply activity personnel will process a serviceable turn-in from the activity code 'C' DIFM detail and initiate a serviceable shipment back to the LRS/supply activity that originally sent the weapon to Lackland AFB for repair.

4B3.8.7. Upon receipt of the match grade weapons at the LRS/supply activity location, a serviceable receipt will be processed to generate an issue to the master shooter who originally turned in reparable match grade weapons.

4B3.8.8. The master shooter will sign the issue document and accept the match grade weapons from the LRS/supply activity.

ATTACHMENT 4B-4

RETURNING MATERIEL DIRECT TO DRMO OR VIA LRS/SUPPLY ACTIVITY

4B4.1. Purpose. Describe the procedures required for customers to return materiel to DRMO. Customers may deliver items directly to DRMO or use the LRS/supply activity personnel for delivery to DRMO.

4B4.2. Type of Items Authorized for Direct Transfer to DRMO. Organizational customers may return any of the items listed below directly to DRMO. Customers do not have to use the LRS/supply activity procedures for return of these items:

Table 4B4.1. Items Authorized for Direct Transfer to DRMO.

ITEM TYPE	DESCRIPTION/OTHER INFO
Consumable Scrap	Unserviceable materiel with an ERRCD equal to XB3 that was downgraded to scrap after all demilitarization actions are completed.
Other Scrap and Waste Materiel	Refer to volume 6, chapter 2, attachment 1 for a detailed description of these items
Locally Manufactured Items (non-national stock numbered)	Items that have been locally manufactured by the base.
Commissary Store Type Equipment	Items not on an equipment custodian's account for which disposal actions are authorized
Computers Managed by the Base/Tenant Equipment Custodian's Office (ECO)	Items not on an equipment custodian account.
COPARS/COCESS Serviceable Excess	Items no longer required by the customer, that have no expected use, where the contractor or vendor no longer grants credit.

4B4.2.1. Preparation for Direct Delivery to DRMO. Before any item is returned to DRMO, there are a number of actions required by the customer:

4B4.2.1.1. Ensure the item authorized for return by the customer to DRMO (see table 4B.1. above).

4B4.2.1.2. The item must have all available documentation (DD Form 1348-1A) and any other required documentation for the materiel being returned.

4B4.2.1.3. If applicable, ensure scrap demilitarization procedures are accomplished.

4B4.2.1.4. Assign or obtain from LRS/supply activity, a unique document number for tracking purposes.

4B4.2.1.5. Obtain signatures on the DD Form 1348-1A from DRMO representative.

4B4.2.1.6. Ensure proper demilitarization actions are taken on materiel that is coded for is demil action. When items are coded as such, disposing organizations items must be demilitarized prior to transfer. Demilitarization is necessary to preclude the unauthorized use of military items; destroy the military advantages inherent in certain types of property; render dangerous property harmless; protect the national interest; and preclude the compromise of security requirements.

Table 4B4.2. Standard Demilitarization Codes.

CODE	EXPLANATION
A	Non-MLI (Non-Munitions List Item)/Non-SLI (Non-Strategic List Item). Demilitarization not required.
B	MLI (Non-SME) (Non-Significant Military Equipment). Demilitarization not required. Trade Security Controls (TSCs) required at disposition.
C	MLI (SME) - Remove and/or demilitarize installed key points as prescribed in Defense Demilitarization Manual (DOD 4160.21- M-1). Remove and/or demilitarize lethal parts, components and accessories.
D	MLI (SME) - Demilitarize by mutilation (total destruction of item and components) by melting, cutting, tearing, scratching, crushing, breaking, punching, neutralizing, etc. (As alternate, burial or deep water dumping may be used when authorized by the DOD Demilitarization Office.)
E	MLI (Non-SME) - Additional critical items/materiel determined to require demilitarization, either key point to total destruction. Demilitarization instructions to be furnished by the DOD Demilitarization Program Office.
F	MLI (SME) - Demilitarization instructions to be furnished by item manager.
G	MLI (SME) - Demilitarization required – ammunition, explosive, and dangerous article (AEDA). Demilitarization, and, if required, declassification and/or removal of any sensitive markings or information, will be accomplished before physical transfer to DRMO. This code will be used for all AEDA items, including those which also require declassification and/or removal of sensitive markings or information. This code is used by the Air Force for classified items.
P	MLI (SME) - (Security Classified Item) Declassification and any other required demilitarization and removal of any sensitive markings or information will be accomplished prior to accountability or physical transfer to a DRMO. This code will not be assigned to AEDA items.
Q	Strategic list item (SLI). Demilitarization not required. Strategic List Items (SLIs) are non-MLI and identified, licensed, and controlled by the U.S. Department of Commerce through the Export Administration Regulations (EAR), 15 CFR, and indicated on the Commerce Control List (CCL), Part 799.1. Each CCL entry is preceded by a 5-digit export control classification number (ECCN), and those ECCNs ending in the letter "A" or "B" are defined by DOD as SLI. These items are subject to import certification and delivery certification (IC/DV) control and other trade security controls at disposition.
X	Demilitarization requirement or MLI applicability not determined by the ICP. Local determination is necessary before disposal action. This code will be disseminated only upon interrogation. Not a valid code for new submittal.

4B4.2.1.7. Signatures for DD Form 1348-1A using direct delivery method. The organization will receive copy 2 of the DD Form 1348-1A signed by DRMO. If the Transportation Management Office (TMO) is used to ship materiel to the DRMO, the organization retains the TMO signed copy as the accountable receipt document. Disposition of these signed copies depends on the method used to obtain the document number and where the document register is maintained (see part 2, chapter 15). If the document number was obtained through the LRS/supply activity central call-in point, return the signed copy to the LRS/supply activity that furnished the document number. If the organization use their own block of unique serial numbers and maintains the document register, the organization will file the signed copy as outlined in part 13, chapter 2.

4B4.2.1.8. Turn-in of computers. These items require a unique document number that denotes that is assigned for the management of small computers. Customers must coordinate the return of

these items and gain approval from the Base/Tenant Equipment Control Officer (ECO). The ECO will assign a unique document number prior to the customer disposing of computers.

4B4.2.1.9. Unserviceable scrap materiel to DRMO. Organizational activities may transfer unserviceable scrap materiel directly to DRMO. The organization prepares the DD Form 1348-1A Shipping Document.

4B4.3. Types of Items LRS/Supply Activity Delivers to DRMO. There are items that the LRS/supply activity delivers to DRMO. All the items listed below must be processed through LRS/supply activity for transfer to DRMO:

Table 4B4.3. Items LRS/Supply Activity Delivers to DRMO.

ITEM TYPE	DESCRIPTION/OTHER INFO
Serviceable Consumable Items	Items in a serviceable condition with an ERRCD equal to XB3.
Serviceable Equipment Items	Equipment items which are serviceable and not on an equipment custodian's account.
* Consumable Scrap	Unserviceable items with an ERRCD equal to XB3 that was downgraded to scrap after all demilitarization actions are completed.
Unserviceable Non-Accountable Equipment	Unserviceable equipment items, not on an equipment custodian's account, and managed by the local Retail Sales activity. Usually these items have an ERRCD equal to NF1.
Other Unserviceable Equipment Items	Unserviceable equipment items, not on an equipment custodian's account, and not managed by the local Retail sales activity; e.g., desk, chairs, etc….)

NOTE: The asterisk (*) denotes items that either LRS/supply activity or customer can deliver to DRMO.

4B4.3.1. Returning Serviceable Equipment Items (Not on Custodian's Account) to DRMO. Supply customers should call these items into the Equipment Management Section (EMS) for processing to DRMO. The following information shall be provided to EMS: NSN, quantity, organization and shop code, customer name and telephone number, and condition code of the item (optional).

4B4.4. Return of Containers for DRMO. When a container is turned in, either through the LRS/supply activity or directly to DRMO, the organization must furnish a signed certificate on the Disposal Turn-in Documentation (DTID) stating the following: "I certify that the container listed hereon is empty."

ATTACHMENT 4B-5

INSTRUCTIONS FOR PREPARING DRMO TRANSFER DOCUMENT DD FORM 1348-1A

4B5.1. Purpose: To describe the procedures for preparing the DD Form 1348-1A transfer document to DRMO. The DD From 1348-1A also serves as the auditable document for any materiel transferred to DRMO.

Table 4B5.1. DRMO Transfer Document Preparation Instructions.

FIELD NAME	FIELD POSITIONS	RULES TO POPULATE DATA/TEXT
Document Identifier	1-3	Constant 'A5J'
RID From	4-6	Leave Blank
Stock or Part Number	8-22	Rule 1: Enter stock or part number of item being transferred (if applicable). Rule 2: leave blank for the following: scrap, waste, and unserviceable expendable supplies downgraded to scrap.
Unit of Issue	23-24	Unit of issue for item transferred
Disposal Quantity	25-29	Quantity transferred
Document Number	30-43	Document number will consist of supporting base DODAAC/SRAN, the current Julian date, and a unique (non-duplicative) serial number obtained from LRS/supply activity. **NOTE:** The LRS Commander/Chief of Supply establishes a central call-in point to obtain these document numbers. The organization commander may request (from the LRS/supply activity) to have a designated small block of serial numbers assigned if they have a high volume of transfers to DRMO.
Suffix Code	44	Leave Blank
DRMO SRAN (Consignee)	45-50	SRAN assigned to the receiving DRMO
N/A	51-59	Leave Blank
Priority Designator	60-61	Constant 15
Precious Metal Code	62	Enter precious metal code; otherwise leave blank.
N/A	63	Leave Blank
Disposal Authority Code	64	Constant 'N'
Demilitarization code	65	See part 2, chapter 15,
Reclamation Code	66	Constant 'N'
N/A	67-70	Blank

FIELD NAME	FIELD POSI-TIONS	RULES TO POPULATE DATA/TEXT
Supply Condition Code	71	Rule 1: Enter appropriate condition code for stock or part numbered items. Rule 2: Enter Blank for items in the following categories—scrap, waste, and unserviceable expendable supplies downgraded to scrap.
N/A	72-73	Blank
Unit Price	74-80	Enter the unit price of the materiel. Estimate the price for the following: scrap, waste, and unserviceable expendable supplies downgraded to scrap.

ATTACHMENT 4B-6

ELECTRONIC TURN-IN DOCUMENT (ETID) PROCESS

4B6.1. Purpose. Describe the Electronic Turn-In Document (ETID) process.

4B6.2. Background. ETID (Electronic Turn-In Document) is a Web-based DD Form 1348-1A. The intent of using a web-based document is to simplify the turn-in process and help DRMS toward its goal of receiving turn-in information electronically.

4B6.3. ETID Functionality. ETID eliminates the need for organizations to prepare handscribed/type-written materiel transfer (A5J) documents and provides greater visibility of DOD excess property being turned in for disposal. It is designed to assist LRS/supply personnel that manually create DD Form 1348-1A transfer shipment A5J documentation. This could include large base organizations that need to transfer Government Purchase Card (GPC) purchased property to DRMOs and small organizations that infrequently transfer scrap materiel to DRMOs. ETID automatically pre-populates a large portion of the required information for generation of 1348-1A A5J transfer shipment documents for items with NSNs. This saves organizational personnel time looking up codes (relative to the transfer transaction) and information on items when preparing the documentation for the transfer. It also helps reduce DRMO materiel transfer rejections. ETID enables the DRMO to review the information about the transferred property before it is received. If needed, the DRMO can contact the organization initiating the transfer to resolve any discrepancies prior to actual shipment.

4B6.4. ETID User Manual and Access Instructions. The ETID user's instruction manual can be accessed on line at https://www.drms.dla.mil/etid.html. The user's manual provides guidance in using the ETID system. Specifically, it provides instructions for obtaining access to ETID, creating an ETID, reviewing and editing an ETID, modifying user profile information, and printing of DD Form 1348-1As, certifications, barcode labels, or shipping manifests. Additional ETID program enhancements will be added as they become available. DRMS will keep DRMOs and system users apprised of changes for ETID through the ETID web site as they occur. For access to the ETID system, a system login and password is required. DOD civilian employees, military personnel, local national employees, and contractors are all eligible for access to ETID. For training purposes, a demo web site is available where data can be entered without affecting the actual ETID program. Please use the following web address: https://www.drms.dla.mil/demo/etid.html and contact your DRMO Service manager for demo login and password. For actual electronic materiel transfer, the address for ETID is the same as above. ETID users should contact the Help Desk at helpdesk@drms.dla.mil, or (DSN) 932-4999 for any system related problems experienced when using ETID. Users should contact your local DRMO ETID POC or DRMS Service Manager for any questions or assistance needed in using ETID.